# Procedure for Importing DSSTox SDF file into ACD ChemFolder
## (ver 6.0 for Windows) *(16 April 03)*

1. Open ACD ChemFolder v 6.0 application.

2. **MainMenu → Database → Update Mode**

3. **Database → New →** type name and location of new *.CFD file being created, click **Save**

4. **Enter New Password for Database Update → Cancel**

5. **Database → Import →** *.SDF browse, find, and select SDF file for import

6. Pop up menu for **Import Options** will appear.

   a. To check to see if all structures are imported and considered valid, click **OK**. Continue procedure and make sure that the number of chemical records imported into ChemFolder equals the known count for valid structures.

   b. To ensure that all structures are imported, regardless of whether they are considered valid in ChemFolder, or to check to see which structures were considered invalid on previous import, enter a file name in the **Log File** box (browse to select convenient location for Log File), click **Other Options button**, click **Import Invalid Structures** box (box should have check mark), and click **OK**.

7. If only Structure appears in form view, change default view: **MainMenu → View → Screen Forms → Default with User Data**

8. In ACD ChemFolder, a record lists only fields with non-blank entries. Hence, to see all fields, one must scan through database to find examples of records with non-blank entries.

9. **View → Tile** shows all structures in the database. Right click on screen, double click on desired field names to display these field contents in Tiling View along with structures.

10. **View → Table** shows an Access-like table view of all records.